ANNUAL REPORT

FISCAL YEAR

1986
1987

Alberta

CAREER DEVELOPMENT
AND EMPLOYMENT

Alberta

CAREER DEVELOPMENT
AND EMPLOYMENT

December 1987

The Honourable David Carter
Speaker of the Legislative
Assembly of Alberta

Dear Mr. Speaker:

I have the honour of submitting the Annual Report of Alberta Career Development and Employment for the year ending March 31, 1987.

Respectfully submitted,

Rick Orman
Minister
Career Development and Employment

attach.

Alberta

CAREER DEVELOPMENT
AND EMPLOYMENT

December 1987

The Honourable Rick Orman
Minister
Career Development and Employment
126 Legislature Building
Edmonton, Alberta
T5K 2B6

Sir:

I am pleased to present the Annual Report of Alberta Career Development and Employment, which provides details of the operations for the fiscal year April 1, 1986 to March 31, 1987.

Respectfully submitted,

Al N. Craig
Deputy Minister

attach.

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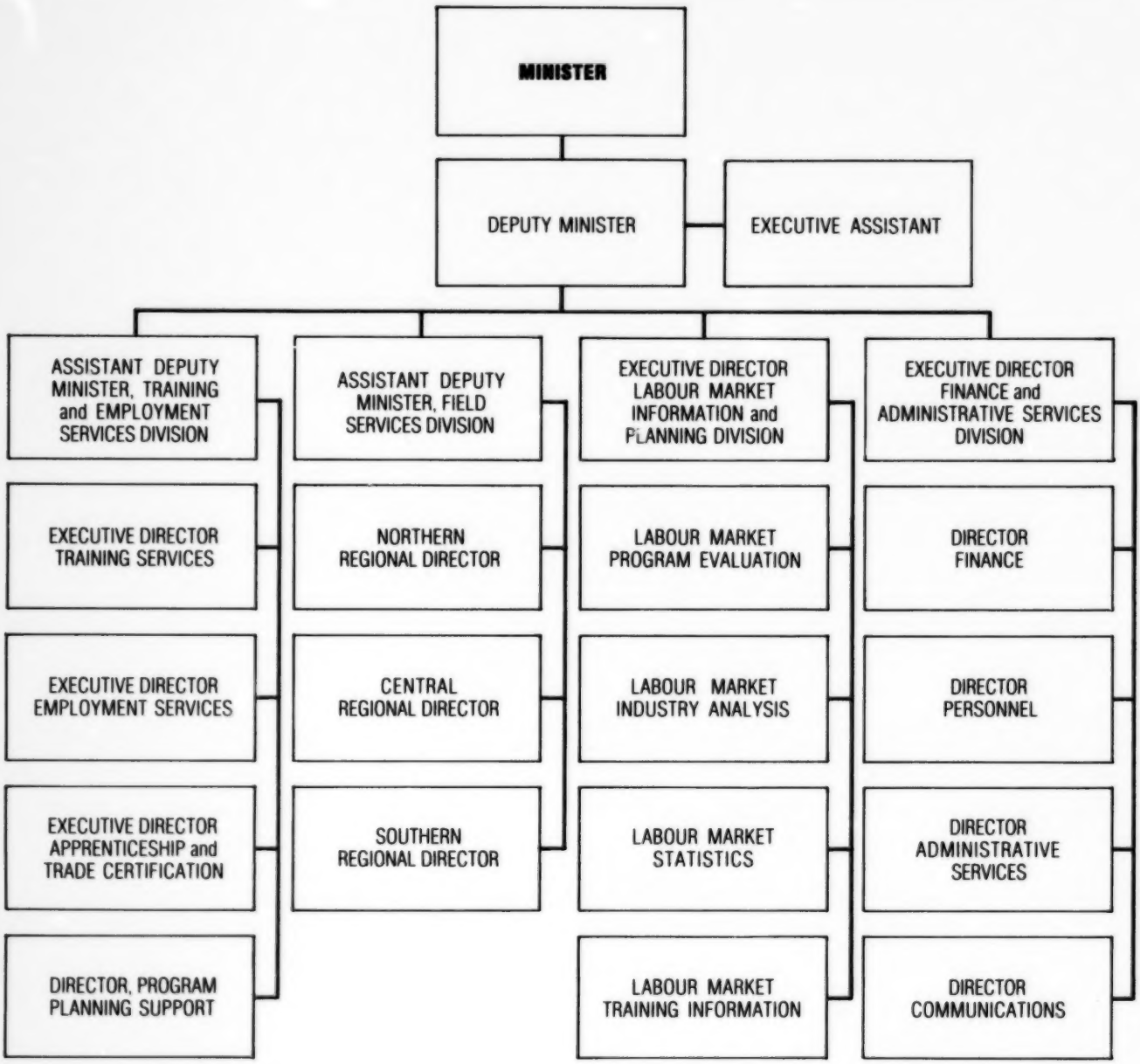
MINISTER
DEPUTY MINISTER
EXECUTIVE ASSISTANT
ASSISTANT DEPUTY MINISTER, TRAINING and EMPLOYMENT SERVICES DIVISION
EXECUTIVE DIRECTOR TRAINING SERVICES
EXECUTIVE DIRECTOR EMPLOYMENT SERVICES
EXECUTIVE DIRECTOR APPRENTICESHIP and TRADE CERTIFICATION
DIRECTOR, PROGRAM PLANNING SUPPORT
ASSISTANT DEPUTY MINISTER, FIELD SERVICES DIVISION
NORTHERN REGIONAL DIRECTOR
CENTRAL REGIONAL DIRECTOR
SOUTHERN REGIONAL DIRECTOR
EXECUTIVE DIRECTOR LABOUR MARKET INFORMATION and PLANNING DIVISION
LABOUR MARKET PROGRAM EVALUATION
LABOUR MARKET INDUSTRY ANALYSIS
LABOUR MARKET STATISTICS
LABOUR MARKET TRAINING INFORMATION
EXECUTIVE DIRECTOR FINANCE and ADMINISTRATIVE SERVICES DIVISION
DIRECTOR FINANCE
DIRECTOR PERSONNEL
DIRECTOR ADMINISTRATIVE SERVICES
DIRECTOR COMMUNICATIONS

The 1986/1987 fiscal year was very much a year of change, with the department adopting a new name and introducing a new Labour Market Strategy.

On September 12, 1986, the Lieutenant Governor gave Royal Assent to a Bill under which Alberta Manpower became Alberta Career Development and Employment. The new name more accurately reflects the department's mandate and the nature of its programming.

Alberta Career Development and Employment, which serves as a critical link between the provincial government's economic and social policy areas, provides programs designed to develop and maintain the highest possible levels of employment in the province. The future social and economic well-being of this province will, in part, be determined by the extent to which Albertans are able to develop their skills and realize their potential in the workplace. It is in this context that the new Labour Market Strategy was developed.

Announced on March 28, 1987, the Labour Market Strategy is a comprehensive plan of action that will change the current configuration of programs and services offered by the department. In the upcoming fiscal year, $143.5 million will be allocated to the Labour Market Strategy and this will account for 67 per cent of the department's budget. The Labour Market Strategy is a two-year program beginning April 1, 1987.

The goals of the Labour Market Strategy are:

1. to provide a comprehensive array of employment and training programs and services that complement the government's economic goals;
2. to create a closer match between the supply of and the demand for an appropriately skilled workforce in Alberta;
3. to encourage the creation of employment and training opportunities, particularly in the private sector where the potential for new or emerging opportunities is greatest;
4. to increase the awareness and understanding of the conditions affecting employment and training by fostering a climate for improved consultation, communication and co-operation among government, employers and individual Albertans; and,
5. to support the government's role as a facilitator encouraging greater self-reliance and initiative among employers and individual Albertans.

The Labour Market Strategy will emphasize job creation and training. To this end, it will provide private-sector employers, particularly small business owners, with a total of $76.5 million in wage and training subsidies. Additionally, non-profit organizations, municipalities and school boards will receive increased funding for the creation of jobs and training opportunities.

Another priority area, youth employment, will be addressed through two wage support and training programs - the Alberta Youth Employment and Training Program and the Summer Temporary Employment Program. Together, these programs will provide $61.6 million worth of funding to private and public sector employers in the next fiscal year.

Although it emphasizes job creation, the Labour Market Strategy fully recognizes the importance of employment training and career counselling. Some $26.5 million has been allocated under the Labour Market Strategy for these programs in the upcoming fiscal year.

Three major programs not included in the Labour Market Strategy are Apprenticeship, the Opportunity Corps and the Alberta Vocational Training program. These programs will provide an additional $42 million in training and career counselling.

In the 1986/87 fiscal year, Alberta Career Development and Employment provided 11 training and employment programs with a total budget in excess of $127 million.

The Training and Employment Services Division is responsible for ensuring that the department's training and employment programs are designed to respond to Alberta's economic strategy and to the needs of the provincial labour market. In carrying out these responsibilities, the division takes a lead role for the department on program policy development, program design and development, the maintenance of program integrity and the assessment of program objectives.

TRAINING SERVICES

The mandate of Training Services is to contribute to long-term economic growth in Alberta by facilitating a closer match between the supply of and demand for an appropriately skilled labour force. It accomplishes this in several ways: by assisting employees and job seekers to access training opportunities; by influencing post-secondary institutions to offer labour market responsive training; and by assisting Albertans to improve the pattern and quality of career transitions between school, training, work and retirement.

Occupational Training Services

During the 1986-87 fiscal year, Occupational Training Services maintained policy and program integrity for the **Alberta Training Program** and the **Youth Employment and Training Program** across the department's regionalized delivery system.

Alberta Training Program

During the 1986/87 fiscal year, the Alberta Training Program provided financial support to employers for the training and retraining of employees in medium and high skill occupations. The program also enabled employers to retrain some of their employees, averting layoffs.

During the 1986/87 fiscal year, an estimated 10,580 trainees were funded with expenditures totalling $15,819,189.

Alberta Youth Employment and Training Program

The Alberta Youth Employment and Training Program is designed to assist young Albertans establish careers by providing career guidance, work experience and training. The program consists of two elements: the Post-Secondary Internship and Training element for post-secondary graduates; and the Youth Work Experience and Training element for youth out of high school, those who are high school graduates or those who have been out of the educational system for at least 12 months.

In the 1986/87 fiscal year, an estimated 9,285 Alberta youths received training with expenditures totalling $33,919,381.

Under the Youth Work Experience and training element, half-day-long career guidance workshops were offered through the Alberta Career Centres. All youth employed through this program element were invited to attend and obtain time away from the work site to do so. The workshops were well attended during the 1986/87 fiscal year.

Initiation to Teaching Project

The Initiation to Teaching Project is a two-year pilot project conducted as an element of the Post Secondary Internship Program. It is jointly funded by Alberta Career Development and Employment, Alberta Education and the participating school systems.

The project enables Education graduates to continue their professional training in an environment that will ease the transition from student to professional teacher.

The pilot began in September 1985 and ended in June 1987. Some 900 interns received wage subsidies, professional development training and varied work experiences each year of the project.

TRAINING PROGRAMS - 1986/87 EXPENDITURES AND ESTIMATED NUMBER OF TRAINEES FUNDED

Program	Expenditures	Estimated Number of Trainees
Alberta Training Program (ATP)	$15,819,189	10,580
Alberta Youth Employment and Training Program (AYETP)	33,919, 381	9,285
Totals	$49,738,570	19,865

National Institutional Training Program

This is a federal-provincial program, pursuant to the National Training Act, under which the province provides educational services while the Canadian government contracts to purchase a certain number of training places in post-secondary institutions. The federal government reimburses the province for a portion of its costs and supplies financial assistance directly to federally-sponsored students in the form of training allowances or unemployment insurance funds.

Under the apprenticeship part of this program, the federal government purchases institutional training on behalf of apprentices scheduled by the Apprenticeship and Trade Certification Branch of Alberta Career Development and Employment; also, it provides financial assistance to apprentices while they are undergoing the institutional portion of their program. Further data on the 1986/87 program is given in the following table:

Vocational Training Programs

The Alberta Vocational Training (AVT) program funds short-term, vocational training at various institutions throughout Alberta. Through AVT the department can expand institutional programs to meet the emerging needs of both individuals and industry. The department is also able to more easily deliver programs in smaller communities, provide English as a second language (ESL) training to immigrants, and to provide "ad hoc" programs which meet needs identified by Canada Employment and Immigration. In 1986/87, AVT funded 511 programs throughout the province, providing vocational training to 16,365 individuals.

Vocational Training Services

Vocational Training Services, through the Alberta Vocational Training (AVT) program and the Vocational Rehabilitation of Disabled Persons (VRDP) program, finances vocational counselling and training of disadvantaged and disabled adults. In 1986/87, 15,285 persons received AVT financial assistance for training at Alberta Vocational Centres, Community Vocational Centres, public colleges, technical institutes, private vocational schools and within industry. Under the Private Vocational element, 1,099 students received financial assistance.

In response to lower employment opportunities, the Vocational Training Program was expanded to provide skill enhancement or retraining to skilled persons previously employed in occupations now in low demand. They received academic upgrading or skill training for occupations currently in demand.

Career Development and Employment has undertaken a series of initiatives to assist potential entrepreneurs to start their own businesses. This year alone the department, through its Alberta Vocational Training program, will provide nearly $1 million to entrepreneurial training centres at N.A.I.T., S.A.I.T., Lethbridge Community College and Fort McMurray's Keyano College. The department also supports the New Venture Development Program at the University of Calgary, the Edmonton Y.M.C.A.'s Youth Enterprise Centre and the Entrepreneurial Training for Women program.

At the request of Municipal Affairs, people on Alberta's eight Metis Settlements were taught to operate new water treatment plants through Utility Officer Training courses.

Costs of the VRDP program were shared by the federal government under the Vocational Rehabilitation of Disabled Persons Agreement. Through this program, the department offered vocational assessment, career counselling and financial support to disabled Albertans. Specialized equipment such as opticons, television readers, talking calculators and typewriters, as well as special services such as tutors and interpreters, were made available for the blind and deaf. Funds were approved for five co-ordinator positions to provide services to the disabled at post-secondary institutions. VRPD was involved with two programs for the hearing impaired and one for the visually impaired. All public post-secondary institutions in the province were available for use by disabled adults. VRDP also was involved with two experimental programs for Learning Disabled at the AVC in Edmonton and the University of Alberta.

In response to the needs of our department and of Social Services the program operated a Vocational Assessment Centre.

NATIONAL INSTITUTIONAL TRAINING PROGRAM - 1986/87

Type of Training		Trainees
General Purchase		
Technical Institutions	529	
Alberta Vocational Centres	3,625	
Community Colleges	2,273	
Others	317	
	6,744	6,744
Apprenticeship		11,751
Private Trade Schools		1,612
Total		20,107

SERVICES PROVIDED UNDER AVT/VRDP - 1986/87

Institutions	Number of Students Admitted to Training		Number of Possible Student Days of Training	
	AVT	VRDP	AVT	VRDP
Technical Institutes	1,284	138	134,436	11,718
A.V.C.s	12,482	234	1,186,304	14,287
A.P.I.T.C.	4	1	223	15
Private Schools	534	58	41,369	4,425
Universities	—	162	—	12,262
Community Colleges	7,826	496	724,724	37,869
Agricultural Courses	50	—	1,865	—
Community Vocational Centres	1,015	—	113,364	—
Out of Province	1	38	157	3,326
School Boards	1,027	30	82,805	2,071
Others	7,427	103	769,654	7,829
Totals	31,650	1,260	3,054,901	93,802

In addition to the students aided through AVT, approximately 6,744 students were placed in programs funded by the federal government through the National Training Agreement on a cost recoverable basis (see National Institutional Training Program).

Private Vocational Schools Program

This program began April 1, 1985 and ends March 31, 1988. The program complements regular Alberta Vocational Training by providing assistance to unemployed persons who are obtaining training or retraining through licensed private vocational schools operating in Alberta. During 1986/87, 1,099 individuals received a collective $3,628,126 in assistance.

PRIVATE VOCATIONAL SCHOOLS PROGRAM - 1986/87

Total Number of Schools	17
Estimated Number of Trainees	1,099
Total Training Expenditures	$3,628,126

Career Information Services

Career Information Services (CIS) researches, produces and distributes a wide variety of resource material and information on career-related themes. Aside from providing this information to the public, CIS provides consultation, monitoring and computer-assisted guidance systems to Alberta Career Centres. As well, in 1986, the Career Information Hotline responded to 23,717 calls and more than 1,060 personal contacts.

Career Information Services produced the following publications: *The Easy to Read Career Planning Guide; Opening Doors Workshop Leader's Guide;* three issues of *Career Development News* and three issues of *On line.* The audio-visual "Making It Work" was produced and received honorary mention at the Alberta Motion Picture Industry Awards.

The publications *Adult Back To School Book, INFORM,* and *Job Seekers' Handbook* were revised. *Career Information Catalogue, Changing Course Midstream, Let Your Fingers Do The Talking, The School-Work Connection, So You've Left School...What Now?, Stay Ahead With a Good Attitude* and *Women at Work* were reprinted. The publications *Great Balancing Act, Directions For The Future,* the *What Would You Like To Be?* colouring book, a dictionary and teacher's guide, and *Work Awareness* were removed from the catalogue.

A major development was the addition of the newly established Women's Career Resource Centre to Career Information Services to provide assistance to practitioners involved in influencing women's training and employment-related decisions.

"Skills Are Your Passport" was the theme of Canada Career Week in 1986. The campaign included a poster, information TIP sheets, promotion of the video "Making It Work", and the first annual Canada Career Week seven kilometer Fun Run. The highlight of the week was the introduction of the Career Development Awards of Excellence. Three awards for outstanding achievement were presented, one in each of the North, South, and Central regions of the province.

Staff responded to more than 1,330 professional library requests and over 500 public requests for career information. Staff also distributed 705 audio-visuals and 412,715 publications to various agencies.

The most popular resource items were *Job Seekers' Handbook, Stay Ahead With a Good Attitude, It's About Time, Adult Back to School Book, Changing Course Mid-Stream, So You've Left School...What Now?,* and *So What's an Entrepreneur Anyway?*

CAREER INFORMATION SERVICES MATERIALS DISTRIBUTED APRIL1, 1986 TO MARCH 31, 1987

Title of Publication	Quantities Distributed
Adult Back To School Book	33,978
Alberta's Apprenticeship Program	2,534
Apprenticeship Opportunities	3,926
Career Information Catalogue	12,008
Changing Course Midstream	21,687
Career Development News	13,200
Directions for the Future	2,919
Exploring Occupations	15,814
Guide to Setting Up a Career Resource Centre	605
It's About Time	47,848
Job Seekers' Handbook	70,175
Kids and Careers	13,152
Learning at Home	559
Let Your Fingers do the Talking	1,370
Matters of Time Leaders' Guide	125
Occupational Profiles	7,774
Opening Doors	6,895
Opening Doors Leaders' Guide	228
Posters	8,750
Post-Secondary Education Programs	934
School-Work Connection	15,574
So What's An Entrepreneur Anyway?	17,499
So You've Left School...What Now?	20,817
Stay Ahead With a Good Attitude	54,807
Time of Your Life	236
What Would You Like To Be? (Colouring Book)	10,618
What Would You Like To Be? (Dictionary)	4,043
What Would You Like To Be? (Teacher's Guide)	359
Women at Work	15,768
Total	412,715

Hire-A-Student Program

The Alberta Hire-A-Student program is unique in Canada because it is jointly sponsored by the federal and provincial governments, business, community and students' groups concerned with the placement of students in summer jobs.

While the major sponsors (Alberta Career Development and Employment, the Alberta Chamber of Commerce and the Canada Employment & Immigration Commission) provide funding support and resource personnel, each Hire-A-Student centre is autonomously operated by a local committee of volunteers.

The objective of the program is to help students find jobs and to provide a service to employers. This is achieved by establishing summer employment placement offices and by providing students with job-search information.

In the 1986/87 program 1,797 job-search presentations were made to a total of 44,623 students, resulting in 35,342 placements. Provincial government funding, both for the placement and job-search services, totalled $374,000.

Hire-A-Student Advisory Council

The council advised on issues affecting both the job-search information service and the placement service components of the Alberta Hire-A-Student Program. It facilitated the participation by the co-sponsors of the program, including the Alberta Chamber of Commerce, local chambers and community groups, the Government of Alberta, and the Government of Canada.

The council provided a channel for the communication of student employment needs and also helped communities create and sustain the program. As well, it regularly assessed the program and recommended changes.

EMPLOYMENT SERVICES

Employment Services endeavours to improve the long term employment prospects of all Albertans through employment creation programs and the development of policy proposals. It also liaises with other bodies in the public and private sectors and encourages them to launch initiatives which will help Albertans find meaningful employment. In addition, Employment Services monitors the effectiveness of departmental programs.

Employment Initiatives Branch

Employment Initiatives is responsible for developing and implementing programs and services to meet the special employment needs of unemployed Albertans.

The branch planned, developed, administered, and monitored the following employment programs: Alberta Wage Subsidy Program; Alberta Environment Employment Program; Priority Employment Program (P.E.P.); and the Summer Temporary Employment Program (S.T.E.P.). The branch also planned, developed, and assessed the Employment Skills Program and the Special Placement Work Experience program.

1986/87 Alberta Wage Subsidy Program

First implemented in April 1984, the Alberta Wage Subsidy Program provided subsidies to private sector businesses and farmers.

The purpose of the program was to provide unemployed Albertans with employment opportunities within the private sector. During the 1986/87 fiscal year expenditures totalled $24,520,563, resulting in an estimated 10,390 positions.

1986/87 Alberta Environment Employment Program

Begun in November 1984, the Alberta Environment Employment Program provided funding to non-profit organizations, community associations, municipalities, Indian Bands, Metis Settlements and provincial government departments.

Eligible project activity had to have a direct and positive impact on the environment, could not duplicate existing services, and had to be supported by the community. Project activity included erosion control, fire hazard reduction, tree planting, habitat improvement, nature trail development and environmental activities undertaken as a result of natural disasters.

During the 1986/87 fiscal year, expenditures totalled $3,847,441, resulting in an estimated 695 positions.

1986/87 Priority Employment Program (P.E.P.)

The objective of the 1986/87 P.E.P. was to provide employment and training opportunities for unemployed Albertans during the winter months. The program had two elements: the Provincial Government Department element, and the Community Employment element.

Non-profit organizations, municipalities, remote and isolated communities, and Indian Bands and Metis Settlements were all eligible to participate in the Community element.

During the 1986/87 fiscal year, expenditures totalled $15,573,481, resulting in an estimated 3,905 positions.

1986 Summer Temporary Employment Program (S.T.E.P.)

The objective of the Summer Temporary Employment Program, which began in 1972, is to create temporary employment opportunities for students and unemployed Albertans during the months of May, June, July and August.

The program has four elements: the Provincial Government Department element; the Career Opportunity element; the Community Employment element; and the Summer Farm element.

Provincial Government Departments, municipalities, non-profit organizations, Indian Bands and Metis Settlements, publicly funded organizations, and farmers are eligible for S.T.E.P. funding.

During the 1986/87 fiscal year, expenditures totalled $27,687,544, resulting in an estimated 10,935 positions.

1986/87 Employment Skills Program

The objective of the Employment Skills Program is to provide social assistance recipients with work experience in provincial government departments. The program was administered by Alberta Social Services and funded by Alberta Career Development and Employment.

During the 1986/87 fiscal year, expenditures totalled $2,783,500, resulting in an estimated 410 positions.

1986/87 Special Placement Work Experience Program

The objective of this year-round program is to assist disabled and disadvantaged Albertans to obtain and maintain meaningful employment in the Alberta Public Service. Work experience opportunities of up to six months' duration are provided in provincial government departments.

During the 1986/87 fiscal year, expenditures totalled $262,813, resulting in an estimated 35 positions.

1986/87 Alberta International Marketing Employment Program

The Alberta International Marketing Employment Program was established in November 1984, to foster the development of export marketing operations in Alberta. The program provides post-secondary graduates with the opportunity to gain first-hand experience in international marketing.

During the 1986/87 fiscal year, expenditures totalled $262,446, resulting in an estimated 10 positions.

1986/87 Quebec/Alberta Student Employment Exchange

This program attempts to offer work experience related to each participant's field of study. It also provides the opportunity to enhance second language skills and to learn about the culture of the other province.

During the 1986/87 fiscal year, expenditures totalled $141,872, resulting in an estimated 40 positions.

1986/87 Rural Home Assistance Program Employment Support

Through this program unemployed Albertans gain temporary jobs building houses in remote rural communities. The program has been in operation since October 1984. The program was administered by the Department of Housing and was funded by Career Development and Employment.

During the 1986/87 fiscal year expenditures totalled $412,282, resulting in an estimated 65 positions.

EMPLOYMENT PROGRAMS -
1986/87 EXPENDITURES AND ESTIMATED NUMBER OF POSITIONS FUNDED

Program	Expenditures	Estimated Number of Positions
Alberta Wage Subsidy Program (AWSP)	$24,520,563	10,390
Alberta Environment Employment Program (EEP)	3,847,441	695
1986/87 Priority Employment Program (PEP)	15,573,481	3,905
1986 Summer Temporary Employment Program (STEP)	27,687,544	10,935
Employment Skills Program (ESP)	2,783,500	410
Special Placement Work Experience Program (SPWEP)	262,813	35
Alberta International Marketing and Employment Program (IMP)	262,446	10
1986 Quebec Alberta Exchange (QA)	141,872	40
Rural Home Assistance Program Employment Support (RHAP)	412,282	65
Total	$75,491,942	26,485

Special Needs

The Special Needs Section funded and supervised employment placement, employment counselling, and employment readiness services for six special needs groups, including the Native Outreach Association of Alberta, the Employment and Readiness Program, Distinctive Employment Counselling of Alberta, Placement 45, Opportunity 45, Access 45, and the Y.M.C.A. Employment Program.

Funding and resource support were provided to selected groups which carried out employment placement, support, promotion, and development activities for Albertans experiencing employment-related difficulties. The special needs category included individuals over 45 years of age, young adults with learning disabilities, people who are sensory disadvantaged, and Native people.

Participating groups and expenditures are shown in the following table:

Immigration and Settlement

The Canada/Alberta Immigration Agreement delineates federal and provincial responsibilities for immigration and settlement. Alberta Career Development and Employment is responsible for provincial immigration matters. To ensure consistent policy interpretation and operational direction between both orders of government on immigration into Alberta, the department co-chairs, along with Canada Employment and Immigration, a Joint Committee on Policy and an Implementation Committee to co-ordinate program delivery.

The Immigration and Settlement Services Branch is responsible for developing and delivering the appropriate program elements in immigration, settlement, and English as a second language (ESL).

Immigration Program

The immigration program provides information and counselling regarding the requirements and procedures related to economic and social immigration into Alberta. It provides this assistance to:

- Alberta residents;
- Alberta businesses and employers; and,
- prospective immigrants.

Elements of immigration administered by the provincial immigration program include:

- the investor, entrepreneur and self-employed categories of the Business Immigration Program;
- employer counselling and information related to labour force recruiting;
- information and assistance related to border crossing requirements;
- international exchange programs and foreign worker movements;
- the Alberta Immigration Review Panel; and,
- the Immigration Advisory Service for Alberta residents.

Immigration Program

Business Immigration Visas Issued*	93
Investment Funds Available	$58,376,000
Proposed Job Creation/Retention	798
Immigration Enquiries	5,550

*Data based on calendar year 1986.

Settlement Program

The Settlement Program assists voluntary organizations and mainstream human service agencies to deliver services to newcomers. The program does this through the provision of grants, consultation, program development assistance, the development and distribution of resources and materials, and the co-ordination of settlement activities.

During the 1986/87 fiscal year, the Alberta Settlement program provided ongoing and short-term project grants to several volunteer organizations.

April 1, 1986 marked the beginning of Canada's first federal/provincial joint grants for the delivery of settlement services.

The Integrated Service Program (I.S.P.) is a partnership among the federal and provincial govern-

Organization	Activity	Expenditures
Placement 45, Edmonton	Employment Placement	$115,490
Opportunity 45, Calgary	Employment Placement	189,390
Access 45, Lethbridge	Employment Placement	80,600
Y.M.C.A., Edmonton	Employment Placement	193,689
Distinctive Employment Counselling Services Edmonton	Employment Readiness	173,012
Native Outreach Association	Employment Placement Promotion and Support	831,605
Total		$1,583,786

ments and the volunteer sector. The federal government, through the Canada Employment and Immigration Commission, and Alberta Settlement jointly review applications for funding and jointly monitor the delivery of services. This has resulted in less paperwork and administration for voluntary immigrant-aid organizations and greater co-ordination of settlement services on the part of both governments. Operating grants were provided to 11 immigrant-aid organizations in Calgary, Edmonton, Red Deer, Lethbridge and Medicine Hat.

The direct services provided by these organizations include reception, interpretation/ translation, orientation, counselling and referral. In addition to the clients served by paid staff, volunteers in funded immigrant aid organizations contributed more than 58,000 hours of service in 1986/87.

In addition to I.S.P., the department awarded 12 project grants which enabled volunteer organizations to develop resources and materials, conduct research and hold conferences and workshops.

During the year the Settlement Program staff continued to develop and distribute resources to newcomers and those who work with them. The Newcomers' Guide to Alberta series was expanded to include an eleventh book entitled *Families in Alberta.*

Settlement Program

Operating Grants to Immigrant Aid Organizations	$1,185,600
Project Grants	$ 110,000
Clients Served by Immigrant Aid Organizations	18,550

English as a Second Language Secretariat

In 1985 an interdepartmental committee was struck to review the provision of English as a second language (E.S.L.) training to adult immigrants. This committee recommended that Alberta Career Development and Employment, in keeping with its immigration, settlement, and training responsibilities, assume the lead role in policy, planning, and co-ordination of adult E.S.L. in Alberta.

Accordingly, an E.S.L. Secretariat was formed in April 1986 to assist in the planning and co-ordination of E.S.L. delivery. The E.S.L. Secretariat chairs regular meetings of the Adult English as a Second Language Co-ordination Committee. The committee consists of senior level representatives from five potential stakeholder departments: Career Development and Employment, Advanced Education, Education, Multiculturalism and Culture, and Social Services. These meetings inform the departments of policy and planning, developments and interdepartmental and inter-governmental activities. The committee also helps co-ordinate Alberta's response to E.S.L.-related issues.

A work plan for the Secretariat was developed. Priorities included the development of a province-wide E.S.L. student information system for implementation in 1987. A second priority was the development of a province-wide system for describing student language competence. The Secretariat also will encourage the articulation of the many E.S.L. programs offered in the province and generally provide leadership in the ongoing development of program standards.

The E.S.L. Secretariat also administers operating grants to E.S.L. assessment and referral centres in Calgary and Edmonton. These two centres, housed in non-governmental immigrant settlement agencies, assist newcomers in assessing their individual needs and selecting appropriate language courses. This comprehensive service (which can be delivered in the client's native language, when needed) involves language testing, initial vocational counselling, and assistance in completing applications for student support. These centres also provide regular and comprehensive reports to the E.S.L. Secretariat. These reports include demographic, linguistic, and educational data on individuals seeking language training. In this way the E.S.L. Secretariat can be appraised of local E.S.L. training needs and trends. Several "English in the Workplace" projects and "English for Special Purposes" programs have been offered as a result of this process.

ESL Secretariat

Operating Grants to ESL Assessment and Referral Centres	$354,000
Clients Assessed and Referred	2,400

APPRENTICESHIP AND TRADE CERTIFICATION

These branches, in relationship with the Apprenticeship and Trade Certification Board and a network of apprenticeship committees, administer programs for the training and certification of tradepersons to the journeyman level. They also administer programs for updating at the post-journeyman level, thus ensuring development of a skilled Alberta work force. Apprentices registered in the training programs receive both on-the-job and institutional technical training. The Apprenticeship and Trade Certification branches are instrumental in maintaining an efficient and well-organized program to meet the needs of employers and employees.

The branches carried out requisite examination of apprentices and eligible journeymen. In 1986 they issued permanent certificates to 9,684 qualified individuals. Curricula for apprenticeship training and journeyman updating were developed in consultation with provincial apprenticeship committees for the respective trades. Financial arrangements for technical training and trainee support were provided through the Federal/Provincial Agreement of the National Training Act.

Alberta's apprenticeship system is one of the most effective in Canada. The participation of employee and employer representatives on committees is necessary to develop, support and monitor currency in trades training programs. The success of the system is partly demonstrated by the large number of participants: 18,693 registered apprentices, including 6,716 new apprentices. Although the overall number of registered apprentices is lower than in 1985, activity in the service and maintenance industries has stabilized many of the trades and produced a steady increase in others. The interest in service or maintenance aspects of the trades and post-journeyman requirements continues to indicate a changing emphasis in the work place.

Program Planning and Development

This branch develops and maintains acceptable training standards for designated trades. This involves consultation with local and provincial apprenticeship committees for each trade.

The Program Planning and Development Branch approves accreditation for trade-related programs offered by institutes and colleges in Alberta. They participate in preparing and analyzing examinations in co-operation with other provinces and territories in Canada, contributing to a successful interprovincial standards program. Surveys for two proposed trades were completed and two surveys are in progress.

This branch developed and revised 59 course outlines and examinations, assisted in the revision of five interprovincial examinations, organized, chaired, participated in and prepared minutes for 539 meetings, and made 580 liaison calls to industry work sites and training institutes.

The branch has developed and promoted more than 200 journeyman updating courses, which are designed to keep Alberta journeymen abreast of technological innovations in their trades.

Staff of the branch attended meetings of the Interprovincial Standards Examination Committee and the Interprovincial Standards Sub-Committee on Examination Item Banking.

Registration and Certification

The Registration and Certification Branch implements program and training schedules, and conducts examinations and maintains certification standards. This includes interaction with institutional, federal and provincial representatives. These responsibilities are assigned to the Registration and Schools, Examinations and Certification Control, and the Data and Records Control Units. These activities are designed to co-ordinate administrative, training and certification needs.

Registration and Schools

The responsibilities of this unit are similar to those of a registrar. Apprentice and journeyman updating requirements are estimated annually. Discussions and negotiations are arranged with the institutions and colleges to determine technical training dates and quotas. The classes are monitored through co-ordination of information and compilation of statistics. Technical training results are forwarded to the respective attendees. School attendance was 12,032 apprentices, with 4,800 graduates and 6,716 new apprentices indentured. A total of 2,807 journeymen attended technical training courses to update their skills.

Examination and Certification Control

The Examination and Certification Control Unit finalizes journeyman and pre-employment examinations, approves interprovincial applications, issues replacement and exchange certificates, maintains examination inventories, and marks and administers all examinations throughout the province. A total of 10,885 journeyman certificates were issued by Apprenticeship and Trade Certification, including replacement certificates previously issued in 51 trades, and replacement certificates previously issued by the Electrical Protection Branch of Alberta Labour. A total of 2,321 updating cards were issued to attendees of Alberta Journeyman Updating classes. In 1986, 35,376 examinations were administered.

Data and Records Control Unit

The Data and Records Control Unit co-ordinates the development and maintenance of the electronic data processing systems used by the Apprenticeship and Trade Certification branches. This unit also provides administrative support functions such as budget, personnel, issuance of record books, word processing, data control, bookkeeping and filing.

Programs for the Disadvantaged

The Programs for the Disadvantaged Branch identifies, develops and co-ordinates programs for the training and certification of disadvantaged persons in designated trades. Policies and procedures are established and administered on a province-wide basis by this branch.

For the purpose of this program, disadvantaged persons include: any person who, through financial circumstances or location, is unable to gain employment as an apprentice or certification as a journeyman; the incarcerated; parolees; and the disabled. Assistance includes the arrangement of technical training courses, reading assistance for examinations and interpreter services.

Apprenticeship and Trade Certification Board

The Apprenticeship and Trade Certification Board comprises the executive director, the chairman, four members and one alternate representing employers, and two members representing the general public.

The board's primary function is to advise the Minister of Career Development and Employment on all matters pertaining to apprenticeship training and certification. Some specific functions of the board are to:

1. review petitions for designation of trades and make recommendations to the Minister;
2. scrutinize recommendations from provincial apprenticeship committees concerning trade regulations and, if acceptable within the parameters of the Act, recommend their adoption by Ministerial Order;
3. approve the length and content of training programs on the recommendation of provincial apprenticeship committees;
4. appoint local apprenticeship committee members; and
5. hear and rule on appeals made against decisions of the Executive Director.

In making policy decisions and carrying out its obligations, the board draws upon the expertise of 51 provincial apprenticeship committees, one for each designated trade. Membership on the provincial apprenticeship committees consist of all local apprenticeship committee members of which there are approximately 8,975, representing all areas of Alberta. In addition, the board has the authority to call public meetings to broaden its input on matters relating to its responsibility under the Act.

Apprenticeship Field Offices

Field consultants visit industrial job sites and counsel employers and employees on designated trades, journeyman certification and apprenticeship training. Application and enforcement of the Manpower Development Act and its regulations are carried out with emphasis on maintaining appropriate public relations.

There are 11 field offices located, one each, in Bonnyville, Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer and Vermilion. These provide services to journeymen and apprentices in these areas.

In 1986 there were 17,439 shop registrations in 51 trades: 1,665 shops were listed as out of business, and 1,323 newly established businesses were registered. Additional visits were required in some shops during the year due to applications for pre-employment programs, wage subsidy programs, and complaints from the public regarding violations of the Manpower Development Act and trade regulations.

More than 60,000 people visited the field offices to obtain information on apprenticeship and certification, or to register complaints related to the Manpower Development Act and trade regulations.

Apprenticeship field consultants chaired 150 local apprenticeship committee meetings, and staff made over 171 presentations in high schools across the province.

The Field Services Division co-ordinates and controls the delivery of training and employment programs and services throughout the province. In co-operation with all divisions, it reviews the effectiveness of programs and services, the labour market and economic environment. It also attempts to ensure that present and future needs of individuals and employers are met.

Among the programs and services delivered by the Field Services Division in 1986/1987 were the Apprenticeship and Trade Certification, Career Centre services, Opportunity Corps, the Alberta Training Program and the Alberta Youth Employment and Training Program. In addition, field staff provided consultation to individuals and employers. For descriptions of Apprenticeship, Alberta Training Program and Alberta Youth Employment and Training Program, see the Training and Employment Services Division.

ALBERTA CAREER CENTRES

Career Centres offer a variety of programs and services to Albertans needing assistance in all aspects of career planning and development. Their chief activities include counselling, referral consultation, providing information, testing and giving assessments.

Fifteen Alberta Career Centres operate in the province, with offices in Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer, St. Paul, Lloydminster, High Level, Camrose and Bonnyville. Satellite offices are also located in 11 communities: Cold Lake, Wetaskiwin, Drayton Valley, Whitecourt, Westlock, Barrhead, Lac La Biche, Olds, Drumheller, Blairmore, Brooks, Fort McLeod, Cardston and Claresholm. Services are provided to these communities and to the surrounding areas.

Career counsellors in each centre offer programs and services designed to assist adult Albertans plan their careers. Activities include individual and group counselling, interest testing, and referral for education, training and student support services. A major emphasis is placed on career development services for unemployed Albertans. These services are offered through regular Job Clubs and Job Search Workshops.

A variety of career counselling services for youth were provided during the year in conjunction with the department's Alberta Youth Employment and Training Program. Counsellors provided information to individuals about the program and certified those persons hired under the Youth Employment element. The Career Centres continued to emphasize group programs such as Career Planning, Advanced Career Planning, Occupational Choice Seminar, Job Search Strategies, Career Transitions, Career Decision-Making and Job Dissatisfaction.

OPPORTUNITY CORPS

The Opportunity Corps is designed to prepare, train and assist Albertans in developing the skills required to move from dependence upon government to economic and social self-sufficiency. The program works with individuals who lack sufficient skills either to gain employment or to enter more formal training programs.

The Opportunity Corps has a number of operational objectives which include assisting trainees in developing employment-related skills, good work habits, self-confidence and the ability to set career goals. The Corps also assists communities to carry out projects which benefit residents. The Corps also provides trainees with an opportunity for personal growth and the chance to better relate to their families, communities and work environment. Counselling services previously provided by the Employment Counselling Relocation Services (E.C.R.S.) Program have been integrated into the Opportunity Corps Program as well as other departmental programs.

To achieve these objectives, program activities of a broad variety are undertaken in work experience projects, life skills training and short courses providing exposure to a number of trades and academic upgrading. During 1986/87 the range of short courses was further expanded to include activities such as carpentry, small engine repair, and heavy equipment operation.

A broad range of Corps projects assisted in the development of social and recreational services such as the repair of senior citizens' homes, and the development of parks in a number of communities.

During the year the Opportunity Corps operated in the communities of Slave Lake, Calling Lake, Janvier, Fort McMurray, Fort Chipewyan, Trout Lake, Peerless Lake, Wabasca/Desmarais, High Prairie, Peace River, Fort Vermilion, High Level, Ardmore, Lac La Biche, and Rocky Mountain House. Approximately 650 trainees were involved in the program.

PLANNING AND TRAINING SERVICES

Planning and Training Services offer a variety of programs and services to Alberta employers. Their chief activities include the delivery of the Alberta Training Program and the Alberta Youth Employment and Training Program and the provision of human resource related counselling services to employers. During the year, staff also continued to work with Canada Employment and Immigration to assist companies and workers in layoff situations through participation in joint employment adjustment committees.

Eight Planning and Training Offices operate in the province: Edmonton, Calgary, Lethbridge, Red Deer, St. Paul, Grande Prairie, Fort McMurray, and Hinton.

The Labour Market Information and Planning Division is responsible for the provision of a wide range of planning, research information, policy analysis and evaluation services to assist the department in the development and delivery of its programs and services throughout the province.

During the fiscal year, the division conducted primary and secondary research and analysis to identify Alberta's past and most probable future labour market conditions, and to determine their implications for the provision of manpower services to adult Albertans. The information prepared by the division was generated and maintained in a number of ways. These included in-house research, contracts with external consultants and a co-operative information exchange with other departments and agencies in Alberta and the rest of Canada.

LABOUR MARKET STATISTICS BRANCH

The Labour Market Statistics branch collected, developed and analysed data on manpower trends and labour market conditions in Alberta. This included monitoring current economic indicators, employment trends and unemployment statistics for the province and its regions, as well as industries and occupations. Employment trends in the oil and gas industry were also studied. Other activities included developing an information base on the construction industry, forecasting, enhancing available regional statistics and assisting in a survey of employers to determine employment trends in northeast Alberta. The branch continued to act as the provincial focal point for the activities of the federal government's Canadian Occupational Projection System.

LABOUR MARKET INDUSTRY ANALYSIS BRANCH

The Labour Market Industry Analysis branch compiled and analysed information on changes in labour market conditions in the province's various industries and sectors in order to assist in the development of appropriate training and employment programs for these industries. The branch's activities included a major study of Alberta's business service industries. The branch is also responsible for obtaining information on and analysing labour market policies and programs extant in other jurisdictions and for assisting in the development of the department's strategic plan.

LABOUR MARKET PROGRAM EVALUATION

The Labour Market Program Evaluation branch's activities were directed at two components of Alberta Career Development and Employment's mandate: demography and immigration; and program evaluation. Branch activities included the compilation and analysis of information pertaining to population change, interprovincial migration and immigration. The branch also developed population projections and analysed the trends and policies of Alberta's demographic environment. In terms of program evaluation, activities involved evaluating several of the department's job creation and training programs, the development of program information systems, and the assessment of program impacts and rationale.

LABOUR MARKET TRAINING INFORMATION BRANCH

The Labour Market Training Information branch compiled and analysed data on education and training programs in Alberta and their impact on the supply of skilled people in the labour force. Particular emphasis was placed on the graduates of these programs as the branch repeated a major survey of the graduates of all the colleges and technical institutes in Alberta. A major data base of programs, enrollments and graduations provides substantial information for trend analysis. In addition, a major study of apprenticeship training in Alberta was initiated in co-operation with Employment and Immigration Canada. The branch also represented the department on the Alberta Health and Social Services Disciplines Committee.

The Finance and Administrative Services Division co-ordinates and controls the development and operation of departmental support services including finance, audit, personnel, communications, systems, legislative and other administrative services.

FINANCE BRANCH

The Finance Branch directs and monitors financial transactions and provides financial leadership and control for the department. The branch is responsible for the development of an effective budget planning and review process; it also collects, analyses and disseminates operational data. The activities of the branch fall into four main areas:

Financial Planning

This unit prepares annual estimates of expenditures for all programs and services within the jurisdiction of the department. The unit also monitors expenditures in relation to authorized budgetary levels and provides financial guidance to the department. During 1986/87 the unit introduced and maintained a number of control reporting systems designed to assist departmental managers with monitoring and forecasting their expenditures in relation to budgetary authority. These included a Cash Flow system, a Manpower Control system and a Fixed Asset Control system.

Accounts Processing

This unit processes all expenditure payments for the department other than claims relating to Labour Market Programs. During 1986/87 the unit converted from the AFIS system to the DFS/CFS system. Approximately 16,000 invoices and expense accounts were processed under this new system using Remote Data Entry. To assist with the monitoring, control, and collection of amounts refundable to the department, a comprehensive accounts receivable system was developed and implemented.

Audit

This unit provides an independent and objective review of the various Labour Market Programs administered by the department. During 1986/87 the unit conducted over 1,100 audits of randomly selected employers; checking for compliance with program guidelines, terms and conditions. The audit unit also reviews the financial and internal control systems of the department and participates in the ongoing review of program guidelines, influencing modifications where appropriate.

Program Support

This unit was transferred into the Finance Branch on January 1, 1987. The unit is responsible for the data entry of contracts and claims relating to Labour Market Programs; verification, processing and filing of the claims; and providing clerical support services. During 1986/87 the unit processed about 37,500 contracts and 160,000 claims.

ADMINISTRATIVE SERVICES BRANCH

The Administrative Services Branch reviews and develops provincial legislation and legal agreements for the department. The branch is also responsible for library services, records management, facilities management, equipment and supply services, departmental mail and messenger services. It manages the department's information processing system which includes data processing, word processing and telecommunications.

Legislative and Library Services

Legislative and Library Services provides administrative and research support to policy and program development activities and to the delivery of programs and services to the public. Legislation was developed reflecting the department's name change from Manpower to Career Development and Employment and the additional responsibility of Lotteries, Exhibitions and Fairs. The transfer of the administration of the Employment Agencies Act to the Minister of Consumer and Corporate Affairs and the participation in the planning and organizational phase of the public review of Apprenticeship and Industry Training were major focuses during the year. Work commenced on the recataloguing of the library collection to assist in the introduction of an automated cataloguing system.

Systems Development

The Systems Development Unit completed several large projects initiated in the 1985/86 fiscal year, namely the integration of the Apprenticeship Training System, the Regional Data Dissemination Study and the Long Range Information Systems Plan. A requirements study on the Vocational Training Information System was also completed. Substantial enhancements were made to the Training and Employment Support System as a result of the establishment of a number of new programs as well as modifications to existing ones. Efforts are continuing on the establishment of a province-wide communications network to support the department's initiative to regionalize program delivery.

Records Services

During 1986/87 Records Services co-ordinated and assisted in the installation of major systems in the South and Central Regions of the department including the Planning and Training Offices in Edmonton and Calgary, the Alberta Career Centre, Edmonton and Central Regional Headquarters.

The departmental Administrative Policy and Procedures manual was comprehensively revised. Forms re-design and records disposition activities resulted in savings exceeding $300,000 Records Services was active on the Public Records Officers' Advisory Council providing input into the development of a forms procurement savings guideline issued by the Public Affairs Bureau.

Facilities Management

Facilities Management has completed inventory tagging and verification in the Southern and Central regions.

The Central Vehicle Services Leasing Program was transferred from the Finance area to Facilities Management. A vehicle preventative maintenance program was established throughout the province in conjunction with a motor vehicle safety program. Accommodation projects included expansion and closures due to co-location of offices as well as new space to facilitate new programs.

PERSONNEL BRANCH

The Personnel Branch is responsible for the planning, development, co-ordination and management of the department's Human Resources Management program.

The major activity in fiscal 1986/87 involved downsizing staff in compliance with restraint measures implemented during this period. Self-help kits, job search workshops, and counselling were made available to the employees affected. In addition, line managers and supervisors were supplied with "how to" manuals offering advice on how to supervise staff.

In addition, considerable activity occurred in the classification area. In all, 76 classification actions were undertaken, and the branch helped develop a concept paper and feasibility study for a new generic classification series.

Though recruitment was curtailed during the 1986/87 year, 2,026 applications were reviewed, resulting in 184 interviews and several placements.

In the Employee Relations area several serious and complex issues were satisfactorily resolved.

Human Resource Planning

In the 1986/87 fiscal year several components were developed for the department's Human Resource plan. These included a human resources forecasting model, a computerized index of employee biographical information, and an internal career planning process.

These components will be integrated in the existing Strategic Planning process and in Training and Development. In addition, the means by which training needs are identified will be reassessed in order to emphasize overall organizational needs, rather than individual ones.

Occupational Health & Safety

Employees were made aware of and instructed to implement Occupational Health and Safety practices. The annual safety inspecting tour reviewed a number of Opportunity Corps worksites for compliance with safety regulations. Concerns were identified and addressed at that time.

Communications Branch

The Communications Branch is staffed by communications staff seconded from the Public Affairs Bureau.

The branch is responsible for providing a wide array of communications services to ensure the general public and news media are well informed of the programs and services offered by the department. The key services provided by the Communications Branch include: writing and editorial assistance; co-ordination of printing, graphic design, audio-visual production and advertising services; media relations; and public relations consulting services.

During the year under review there was considerable public and media interest in the department. This, in large measure, was the result of an extensive public speaking program undertaken by the Minister. In support of this program the Communications Branch prepared speaking notes for the Minister. In addition, the branch prepared and issued 47 news releases and organized six news conferences. As in years past, the branch responded to a large volume of media enquiries.

At the fiscal year's end, the branch began work on a new corporate identity program and a public information program in support of the new Employment Alternatives Program.